

ROUTING AND TRANSMITTAL SLIP		Date
		7 March 1983
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. <i>EO</i> / DDA	7D 24 Hqs	<i>AM</i> 8 MAR 1983
2.		
3. <i>DDA</i>		<i>AM</i> 8 MAR 1983
4. <i>ADDA</i>		<i>AM</i> 8 MAR 1983
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Edward L. Sherman	1212 Key
Director of Finance	Phone No.

5041-102

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7 March 1983

DD/A Registry
83-0658

MEMORANDUM FOR:

Chief, Compensation Division
Office of Finance

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FROM:

Edward L. Sherman
Director of Finance

30-4

SUBJECT:

Delayed Paychecks

DD/A Registry
83-0658

1. The recent delay in the delivery of 35 paychecks is, as you know, the second time this has happened during the four years that I have been Director of Finance. After the first event which was at least two years ago, the then Chief, Compensation Division was directed by me to take steps to prevent a second occurrence. Unfortunately, whatever steps were taken at that time were not documented and with the passage of time and the turn-over of personnel were forgotten or ignored. This lack of disciplined procedure is what led to the most recent occurrence.

2. The failure of timely delivery of paychecks is one of the most serious failings our Organization can experience. The responsibility for it is shared by everyone in the chain of command from the individual who failed to carry out his or her assignment to all of the supervisory levels from that person to you and from you to me. Consequently, it is absolutely necessary that all of us take steps to do everything humanly possible to see that this particular event does not occur again.

3. I hereby direct you to devise a written instruction that clearly spells out the duties of personnel assigned the task of delivering paychecks to the Postal Service and to assign in writing to the appropriate supervisory position the responsibility for insuring that all checks intended for delivery are actually put in the mail. Please submit these instructions to me in draft before they are promulgated. The draft should be delivered to me no later than 8 March and should be promulgated in time to be effective for the next biweekly payroll. Once promulgated, I will expect monthly oral reports from you confirming the procedure is being followed for the balance of this fiscal year.

4. The importance of accurate and consistent payroll procedures is of great significance to our Organization. Consequently, I am also directing you to review all of your present procedures and to document every procedure which in your opinion requires documentation to insure consistent application.

Edward L. Sherman

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